

# Multiple Agency Fiscal Note Summary

<b>Bill Number:</b> 6088 SB	<b>Title:</b> Commute trip reduction
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## Estimated Cash Receipts

Agency Name	2009-11		2011-13		2013-15	
	GF- State	Total	GF- State	Total	GF- State	Total
Department of General Administration	0	(582,000)	0	(582,000)	0	(582,000)
<b>Total \$</b>	<b>0</b>	<b>(582,000)</b>	<b>0</b>	<b>(582,000)</b>	<b>0</b>	<b>(582,000)</b>

Local Gov. Courts *						
Local Gov. Other **						
Local Gov. Total						

## Estimated Expenditures

Agency Name	2009-11			2011-13			2013-15		
	FTEs	GF-State	Total	FTEs	GF-State	Total	FTEs	GF-State	Total
Department of General Administration	(1.0)	0	(582,000)	(1.0)	0	(582,000)	(1.0)	0	(582,000)
Department of Transportation	1.0	0	734,000	1.0	0	718,000	1.0	0	720,000
<b>Total</b>	<b>0.0</b>	<b>\$0</b>	<b>\$152,000</b>	<b>0.0</b>	<b>\$0</b>	<b>\$136,000</b>	<b>0.0</b>	<b>\$0</b>	<b>\$138,000</b>

Local Gov. Courts *									
Local Gov. Other **									
Local Gov. Total									

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\* See Office of the Administrator for the Courts judicial fiscal note

\*\* See local government fiscal note

# Individual State Agency Fiscal Note

<b>Bill Number:</b> 6088 SB	<b>Title:</b> Commute trip reduction	<b>Agency:</b> 150-Dept of General Administration
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## Part I: Estimates

☐ No Fiscal Impact

### Estimated Cash Receipts to:

FUND	FY 2010	FY 2011	2009-11	2011-13	2013-15
General Administration Service Account-State 422-1	(291,000)	(291,000)	(582,000)	(582,000)	(582,000)
<b>Total \$</b>	(291,000)	(291,000)	(582,000)	(582,000)	(582,000)

### Estimated Expenditures from:

	FY 2010	FY 2011	2009-11	2011-13	2013-15
FTE Staff Years	(1.0)	(1.0)	(1.0)	(1.0)	(1.0)
<b>Fund</b>					
General Administration Service Account-State 422-1	(291,000)	(291,000)	(582,000)	(582,000)	(582,000)
<b>Total \$</b>	(291,000)	(291,000)	(582,000)	(582,000)	(582,000)

*The cash receipts and expenditure estimates on this page represent the most likely fiscal impact. Factors impacting the precision of these estimates, and alternate ranges (if appropriate), are explained in Part II.*

Check applicable boxes and follow corresponding instructions:

- ☒ If fiscal impact is greater than \$50,000 per fiscal year in the current biennium or in subsequent biennia, complete entire fiscal note form Parts I-V.
- ☐ If fiscal impact is less than \$50,000 per fiscal year in the current biennium or in subsequent biennia, complete this page only (Part I).
- ☐ Capital budget impact, complete Part IV.
- ☐ Requires new rule making, complete Part V.

Legislative Contact: Wendy Malkin	Phone: 360-786-7434	Date: 02/23/2009
Agency Preparation: Keith Williams	Phone: 360 902-7222	Date: 03/03/2009
Agency Approval: Tristan Wise	Phone: 360-902-7356	Date: 03/03/2009
OFM Review: Regan Hesse	Phone: 360-902-9820	Date: 03/03/2009

## Part II: Narrative Explanation

### II. A - Brief Description Of What The Measure Does That Has Fiscal Impact

*Briefly describe by section number, the significant provisions of the bill, and any related workload or policy assumptions, that have revenue or expenditure impact on the responding agency.*

Section 3 (1) removes General Administration (GA) as coordinator of the Commute Trip Reduction (CTR) program and replaces with Department of Transportation (DOT) for the interagency CTR board.

Section 3 (2) mandates one CTR program for all state agencies located in the Olympia, Lacey, Tumwater and surrounding urban growth areas. Its purpose is to have one CTR program that state agencies in those specific areas must follow.

Section 3 (3) removes GA and replaces with DOT to review initial CTR program of each state agency.

Section 3 (5) removes GA and replaces with DOT to review the agency performance reports.

### II. B - Cash receipts Impact

*Briefly describe and quantify the cash receipts impact of the legislation on the responding agency, identifying the cash receipts provisions by section number and when appropriate the detail of the revenue sources. Briefly describe the factual basis of the assumptions and the method by which the cash receipts impact is derived. Explain how workload assumptions translate into estimates. Distinguish between one time and ongoing functions.*

General Administration (GA), through the Facilities and Services Revolving Fund, is charging state agencies a total of \$455,000 in the 07/09 biennium to support the operations of the Commute Trip Reduction (CTR) program. In the 09/11 biennium, if GA were to continue running the CTR program, we would expect to collect a total of \$582,000 for the program's operations (the \$127,000 increase over our 07/09 appropriation reflects the amount of our 09/11 maintenance level decision package). If, however, GA doesn't run the program in the 09/11 biennium, then GA will no longer charge state agencies for the program's operations. This is the reason for the decreased cash receipts starting in fiscal year 2010.

### II. C - Expenditures

*Briefly describe the agency expenditures necessary to implement this legislation (or savings resulting from this legislation), identifying by section number the provisions of the legislation that result in the expenditures (or savings). Briefly describe the factual basis of the assumptions and the method by which the expenditure impact is derived. Explain how workload assumptions translate into cost estimates. Distinguish between one time and ongoing functions.*

This bill moves coordination of the Commute Trip Reduction (CTR) program from General Administration (GA) to Department of Transportation (DOT) and mandates one CTR program for all state agencies located in the Olympia, Lacey, Tumwater, and surrounding urban growth areas. The purpose of the bill is to create one CTR program that state agencies in those specific areas must follow.

The Commute Trip Reduction program currently receives \$455,000 in Facilities and Services Revolving Fund Appropriations (Public and Historic Facilities). GA has also requested an additional \$127,000 in a maintenance level decision package for the 09-11 biennium.

If this legislation is enacted and the decision package is approved, GA will not need to spend \$455,000 in its Facilities and Services Revolving Fund appropriation (Public and Historic Facilities), nor the \$127,000 for the 09-11 ML decision package, since the program will reside with DOT.

Salaries and Wages (object A) The annual salary for the CTR program manager is \$75,108. Activities associated with

the CTR program account for 0.95 FTE, so the salary reduction for GA will be \$71,352 each year (\$75,108 x 0.95 = \$71,352)

Employee Benefits (object B) are calculated at twenty-five percent of salary

Goods and services (object E) include \$274,000 for the Star Pass Program and \$50,000 for the Emergency Ride Home Program. The remainder of goods and services costs (\$22,511) are based on 09/11 biennium projections as contained in GA's Cost Allocation Rate Model.

Travel (object G) is based on 07/09 biennium travel costs as contained in GA's Management Reporting System statements (for periods through January, 2009).

Intra-Agency Reimbursements (object T) are calculated at 28% of Salaries and Benefits as determined by the GA Cost Allocation Rate Model, approved by OFM. Indirect costs are comprised of Agency Indirects, which includes HR, IS, Director's office and Finance office, Revolving Fund charges and Division/Cost Center Indirect charges.

### Part III: Expenditure Detail

#### III. A - Expenditures by Object Or Purpose

	FY 2010	FY 2011	2009-11	2011-13	2013-15
FTE Staff Years	(1.0)	(1.0)	(1.0)	(1.0)	(1.0)
A-Salaries and Wages	(71,352)	(71,352)	(142,704)	(142,704)	(142,704)
B-Employee Benefits	(17,838)	(17,838)	(35,676)	(35,676)	(35,676)
C-Personal Service Contracts					
E-Goods and Services	(173,255)	(173,255)	(346,510)	(346,510)	(346,510)
G-Travel	(3,582)	(3,582)	(7,164)	(7,164)	(7,164)
J-Capital Outlays					
M-Inter Agency/Fund Transfers					
N-Grants, Benefits & Client Services					
P-Debt Service					
S-Interagency Reimbursements					
T-Intra-Agency Reimbursements	(24,973)	(24,973)	(49,946)	(49,946)	(49,946)
9-					
<b>Total:</b>	<b>\$(291,000)</b>	<b>\$(291,000)</b>	<b>\$(582,000)</b>	<b>\$(582,000)</b>	<b>\$(582,000)</b>

#### III. B - Detail: *List FTEs by classification and corresponding annual compensation. Totals need to agree with total FTEs in Part I and Part IIIA*

Job Classification	Salary	FY 2010	FY 2011	2009-11	2011-13	2013-15
WMS 2	(75,108)	(1.0)	(1.0)	(1.0)	(1.0)	(1.0)
<b>Total FTE's</b>	<b>(75,108)</b>	<b>(1.0)</b>	<b>(1.0)</b>	<b>(1.0)</b>	<b>(1.0)</b>	<b>(1.0)</b>

### Part IV: Capital Budget Impact

### Part V: New Rule Making Required

*Identify provisions of the measure that require the agency to adopt new administrative rules or repeal/revise existing rules.*

# Individual State Agency Fiscal Note

Revised

<b>Bill Number:</b> 6088 SB	<b>Title:</b> Commute trip reduction	<b>Agency:</b> 405-Department of Transportation
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## Part I: Estimates

☐ No Fiscal Impact

### Estimated Cash Receipts to:

<b>FUND</b>					
<b>Total \$</b>					

### Estimated Expenditures from:

	<b>FY 2010</b>	<b>FY 2011</b>	<b>2009-11</b>	<b>2011-13</b>	<b>2013-15</b>
FTE Staff Years	1.0	1.0	1.0	1.0	1.0
<b>Fund</b>					
Multimodal Transportation Account-State 218-1	375,000	359,000	734,000	718,000	720,000
<b>Total \$</b>	375,000	359,000	734,000	718,000	720,000

*The cash receipts and expenditure estimates on this page represent the most likely fiscal impact. Factors impacting the precision of these estimates, and alternate ranges (if appropriate), are explained in Part II.*

Check applicable boxes and follow corresponding instructions:

- ☒ If fiscal impact is greater than \$50,000 per fiscal year in the current biennium or in subsequent biennia, complete entire fiscal note form Parts I-V.
- ☐ If fiscal impact is less than \$50,000 per fiscal year in the current biennium or in subsequent biennia, complete this page only (Part I).
- ☐ Capital budget impact, complete Part IV.
- ☐ Requires new rule making, complete Part V.

Legislative Contact: Wendy Malkin	Phone: 360-786-7434	Date: 02/23/2009
Agency Preparation: Keith Cotton	Phone: 360-705-7910	Date: 03/03/2009
Agency Approval: Steve Reinmuth	Phone: 360-705-7022	Date: 03/03/2009
OFM Review: Geri Beardsley	Phone: 360-902-9822	Date: 03/04/2009

Request # 09-086-2

## Part II: Narrative Explanation

### II. A - Brief Description Of What The Measure Does That Has Fiscal Impact

*Briefly describe by section number, the significant provisions of the bill, and any related workload or policy assumptions, that have revenue or expenditure impact on the responding agency.*

This proposal shifts the responsibility to support and coordinate state agency commute trip reduction (CTR) programs from the Department of General Administration (GA) to the Department of Transportation. It also requires all state agencies in Lacey, Olympia, and Tumwater to develop and implement one joint CTR program. This would expand the CTR program to every state employee that reports to a worksite in the three-city area and require the department to coordinate, develop, and implement a joint CTR program.

### II. B - Cash receipts Impact

*Briefly describe and quantify the cash receipts impact of the legislation on the responding agency, identifying the cash receipts provisions by section number and when appropriate the detail of the revenue sources. Briefly describe the factual basis of the assumptions and the method by which the cash receipts impact is derived. Explain how workload assumptions translate into estimates. Distinguish between one time and ongoing functions.*

### II. C - Expenditures

*Briefly describe the agency expenditures necessary to implement this legislation (or savings resulting from this legislation), identifying by section number the provisions of the legislation that result in the expenditures (or savings). Briefly describe the factual basis of the assumptions and the method by which the expenditure impact is derived. Explain how workload assumptions translate into cost estimates. Distinguish between one time and ongoing functions.*

This bill directs the department to take over the duties for the state agency commute trip reduction (CTR) program from GA. Currently, GA administers the program with one FTE and \$455,000 from Fund 422 (General Administration Service Account), which is a revolving fund that is supported by charges to other agencies. It is expected that GA will show a savings from the transfer of responsibilities equal to the costs for Fund 422 described here. GA has also identified an additional cost of \$127,000 in 2009-11 budget requests for projected increases in the state agency rider (STAR) pass and emergency ride home (ERH) contracts and other non-labor items. Because legislation does not specifically provide a mechanism for the department to continue to charge agencies for these services that the department is assuming, an appropriation will be required from the Multimodal Transportation Account for the base level of funding that is being transferred, the additional funds requested by GA, as well as the funding necessary to support the expansion of the program to all state agencies in the region.

It is assumed that the department would need to continue these services when it takes over the program duties.

Administration of the state agency CTR program would require one FTE at the Transportation Planning Specialist 4 level. Current statutory duties include developing policies and guidelines that promote consistency among state agency CTR programs; reviewing individual state agency CTR programs to suggest improvements and modifications as needed; reviewing agency performance reports; and reporting to the governor and legislature on the evaluation of the program and recommendations for improving performance. The proposal would add the responsibility to develop, implement, and coordinate a joint CTR program for all of the state agencies in the three-city area.

It is assumed that the department would continue the contract that GA currently has with Intercity Transit to provide the STAR transit pass to state employees (approximate cost of \$274,000 per biennium at current ridership and cost per ride levels) and the contract to provide an emergency ride home (ERH) for employees that use a commute alternative but need a ride home in an emergency (approximate cost of \$50,000 per biennium) for a total of \$324,000 per biennium.

There are additional costs due to the expansion of the program to all state agencies in Olympia, Lacey, and Tumwater. Expenditures from the Multimodal Transportation Account would be incurred to provide funding for the Thurston Regional Planning Council to administer the expanded program. These expenditures are described below.

Additional local government costs would be incurred with the expansion of the CTR program to state agency worksites in the three-city area. The cities of Olympia, Lacey, and Tumwater contract with the Thurston Regional Planning Council (TRPC) to perform their responsibilities under the CTR law with funding provided by grants from WSDOT. TRPC's role is to review and approve employer CTR programs in Thurston County, including state agencies. TRPC also provides planning, measurement, and program support for the CTR worksites. There are currently 86 state agency worksites in the three-city area that are part of the CTR program. There are about 219 state agency worksites in the area, so approximately 133 new state agency CTR worksites would enter the program.

In order to address these additional state agency worksites, the department assumes that TRPC will manage the program on an area-wide basis instead of a worksite basis, which is the current practice. Estimated additional annual costs for the additional state agency CTR worksites would be \$150,000 per biennium. It is assumed that the department would be obligated to increase the CTR program grants to Olympia, Lacey, and Tumwater by this amount.

### Part III: Expenditure Detail

#### III. A - Expenditures by Object Or Purpose

	FY 2010	FY 2011	2009-11	2011-13	2013-15
FTE Staff Years	1.0	1.0	1.0	1.0	1.0
A-Salaries and Wages	77,000	77,000	154,000	154,000	154,000
B-Employee Benefits	24,000	25,000	49,000	50,000	50,000
C-Personal Service Contracts	162,000	162,000	324,000	324,000	324,000
E-Goods and Services	31,000	16,000	47,000	32,000	32,000
G-Travel					
J-Capital Outlays	6,000	4,000	10,000	8,000	10,000
M-Inter Agency/Fund Transfers					
N-Grants, Benefits & Client Services	75,000	75,000	150,000	150,000	150,000
P-Debt Service					
S-Interagency Reimbursements					
T-Intra-Agency Reimbursements					
9-					
<b>Total:</b>	<b>\$375,000</b>	<b>\$359,000</b>	<b>\$734,000</b>	<b>\$718,000</b>	<b>\$720,000</b>

#### III. B - Detail: List FTEs by classification and corresponding annual compensation. Totals need to agree with total FTEs in Part I and Part IIIA

Job Classification	Salary	FY 2010	FY 2011	2009-11	2011-13	2013-15
TPS4	77,000	1.0	1.0	1.0	1.0	1.0
<b>Total FTE's</b>	<b>77,000</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>

### Part IV: Capital Budget Impact

### Part V: New Rule Making Required

Identify provisions of the measure that require the agency to adopt new administrative rules or repeal/revise existing rules.